

| | | |
|--|--|---|
| <p style="text-align: center;">KENTUCKY CORRECTIONS Policies and Procedures</p> | <p>Policy Number</p> <p style="text-align: center;">27-23-01</p> <p>Date Filed</p> <p style="text-align: center;">January 12, 2005</p> | <p>Total Pages</p> <p style="text-align: center;">3</p> <p>Effective Date</p> <p style="text-align: center;">May 26, 2005</p> |
| <p>Authority/References</p> <p>KRS 196.030, 196.035 P & P ACA Standard 3-3180</p> | <p>Subject</p> <p style="text-align: center;">IN-STATE TRANSFER</p> | |

I. DEFINITIONS

As used in this document, the following definition applies:

"Travel permit" means a written document allowing an offender to travel out of their assigned district of supervision.

II. POLICY and PROCEDURE

The Department of Corrections may permit an offender on supervision to transfer from one (1) area of supervision to another. This policy establishes guidelines governing the in-state transfer of offenders on supervision of the Division of Probation and Parole. (3-3180)

A. Transfer Request

If an offender desires to transfer to another area of Kentucky, outside the current Probation and Parole officer's (officer) jurisdiction, the offender shall advise the officer of the desire to transfer and the reason for the request. The officer may request the offender to provide verification of the offender's proposed home and employment.

1. If the officer deems the transfer appropriate the officer shall issue an approved travel permit document for transfer purposes. (CPP 27-12-14)
 - a. The sending officer shall contact the receiving officer for reporting instructions. On the travel permit document, the officer shall include the name, address and telephone number of the officer to whom the offender shall be reporting.
 - b. The travel permit document shall be legibly written or typed and signed by the officer, the offender, and witnessed by a third party if available.
2. Case material required to transfer a case shall be emailed within three (3) working days and

| | | |
|---------------|----------------|------|
| Policy Number | Effective Date | Page |
| 27-23-01 | May 26, 2005 | 2 |

- a. Shall include a transfer request referral document
- b. The following information shall be included in the case management system when the transfer is submitted electronically:
 - (1) Travel permit document
 - (2) Presentence investigation document
 - (3) Risk assessment document, if not immediate transfer
 - (4) Conditions of supervision document
 - (5) Photograph
 - (6) Supervision reporting document
 - (7) All payment information
- c. The following shall be placed in the mail and signed by the offender:
 - (1) Travel permit
 - (2) Parole certificate or order of probation
- d. The conditions of supervision document shall be signed by the offender and officer then maintained by sending officer. Upon transfer in the receiving county, the officer shall complete and sign a new conditions of supervision document with offender.

B. Transfer Investigation

Upon receipt of a transfer request, the receiving officer shall investigate and respond, in writing, within ten (10) working days. If an extension is required, the District Supervisor or designee shall approve the extension.

1. The receiving officer shall meet with the offender and discuss the reason for the transfer.
2. The receiving officer shall verify the home placement by visiting the residence or by the telephone if the officer is familiar with the residence.
3. The officer shall contact the offender's employer, and verify the offender's employment.
4. Following the investigation, the receiving officer shall forward the appropriate paperwork to the sending officer denying or accepting the transfer.

| | | |
|---------------|----------------|------|
| Policy Number | Effective Date | Page |
| 27-23-01 | May 26, 2005 | 3 |

- a. If the transfer is denied, the reason shall be stated in writing and the offender shall be advised in writing and instructed to return to the officer in the sending county.
- b. If the transfer is accepted the offender shall be added to the receiving officer's caseload and new conditions of supervision shall be completed.
- c. A copy of the appropriate paperwork, which identifies the receiving officer accepting or denying transfer shall be sent to the receiving officer's supervisor, the sending officer's supervisor and Central Office in a parole case, if the transfer is accepted. If a transfer of a parolee is accepted, the transfer request shall be forwarded to Central Office.

C. Third County Transfer

If an offender requests a transfer from a county other than the county of the original offense, the transfer paperwork shall be completed by the officer currently supervising the offender. The transfer shall be completed as outlined above. The officer completing the transfer shall advise the original county by sending a special supervision reporting document regarding the transfer and acceptance of the case by a third county.

D. Removing the Offender from the Caseload

Upon receipt of the transfer request document accepting transfer, the sending officer shall close interest in the case.